MEMORANDUM FOR:

VIA:

FROM:

SUBJECT: Amendments to IPS Requirements (17 November 1988)

Listed below by page and section are the changes as discussed by
ISD. In some cases further discussion will be required.

Page 2-1

Last Sentence First Paragraph - ISD also processes administrative
appeals by requesters, and supports OGC in litigation cases filed
against the Agency

First Sentence Second Paragraph - The CIA Information and Privacy
Coordinator is responsible for administering the CIA processing
system for handling request and appeals submitted pursuant to EO,
the FOIA, and the PA;   *OK*

Page 4-3

4.1.1.4 ACTION - Edit Checks: DELETE STATE and FBIS. Initial

Actions will only be to other Agency components.

4.1.1.5 ACTION RESPONSE - DELETE C for Coordination and R for   *OK*
Referral.

Page 4-5

4.1.1.11 BY FIRST NAME - Replace BY with FOR

4.1.1.12 BY LAST NAME - Replace BY with FOR

4.1.1.13 BY MIDDLE NAME - Replace BY with FOR

Page 4-6

4.1.1.14 BY TITLE - Replace BY with FOR

Page 4-8

8 fields

4.1.1.21 CROSS REFERENCES - REPLACE explanation with "This field   *No changes*
(XREF) denotes cross references to *other* IPS cases. It is the
same format as CASE NUMBER and is a repeating field, to allow
input for as many case numbers as needed. The suffix will
indicate the type of cross reference.

Page 4-9

4.1.1.23 DIRECT REFERRAL SENT DATE - New Length C10

4.1.1.26 FSF CATEGORY - This field will be input on the INITIAL
table when logging assigns a case number.

new case opened ----- menu

Page 4-12

4.1.1.33 FEE WAIVER REQUESTED - Length of field indicates C3.
Assuming that this is to allow for one "X" for the three choices.

FWR Requested Y/N

3 fields. Approved Denied (Amend.) where used? login menu if needed

Page 4-15

4.1.1.42 KEYWORDS - Comments: This field will contain up to 5
keywords, not repeating.

review Term   Conversion list

Page 4-16

4.1.1.43 LITIGATION CLOSED DATE - This field is used to record the
date a litigation is closed by ISD.

4.1.1.44 LITIGATION DATE - This field is the same as 4.1.3.4 [COURT
FILING DATE

Rename to [

Page 4-17

4.1.1.46 NON CIA REFERRAL AGENCY NUMBER - This field should be
consistent with
requirements for input into ACT-DL. New Length should be 5 and 11
characters.

Make Country separate field. no validation

Page 4-19

4.1.1.54 REQUESTER'S CITY - Dual field to be used for country.
Should be titled CITY/_____ This field contains the
requester's city or country and the length should be 25
characters.

Page 4-22

4.1.1.63 RETIRED DESTRUCTION DATE - This field contains the date
the case folder should be reviewed for destruction.

Page 4-24

4.1.1.68 STATUS/DISPOSITION - This field should be included on the
ACTION table for use by the IA's.

✓ Page 4-27

4.1.2.5 APPEAL ACTION TYPE - Do appeals ever go out for fee
estimate or referral type actions? See APPEALS SECTION

Check + call sharon

Page 4-29

4.1.2.9 APPEALS COORDINATION RETURN DATE - New Length: 10
characters

Page 4-34 .

4.1.3.1 ACTION ~~STYLE~~ *Complaint* - See APPEALS Can we change the name of this
field?

Page 4-37

✓ 4.1.3.9 LITIG ACTION TYPE - SEE APPEALS - Do you ever need to
record action type "F" or "R"?   *yes*   *Check + call Sharon*

Page 4-43

4.1.4.3 Acknowledgement Letter - ....and the date the letter
is entered in IPS by the Logging Section.   *took out of*

Page 4-45

4.1.4.14 Tasking at the Directorate Level - Change IPD to ISD

4.1.4.15 Tasking at the Component Level - REPLACE with following:

     IPS will provide the directorate IRO/FIOs with the ability to
review only those actions directed to them. The IRO/FIOs will
indicate which office in their component has been tasked in the
appropriate field of the IRO/FIO menu.

4.1.4.16 Receipt of Responses on Taskings - REPLACE with
following:

     ISD will be the only office with the ability to
add/change/delete the received date or the response from the
directorate IRO/FIOs. The IROs/FIOs will be able to
add/change/delete information entered for their offices only.

Page 4-51

4.2.2 SIZING - Annual growth rate should be increased to 30
percent based on data available.

Page 4-52

4.2.2.2 Growth Expectations - Increase to 30 percent

Page 4-54

4.2.7 DATA BASE INTEGRITY - REPLACE currency with accuracy.

Page 4-55

4.2.7.5 Data Base Statistics - What type of statistics are

required for OIT reports?

Page 4-60

4.7 CONVERSION REQUIREMENTS - REPLACE First line with "Conversion of current data in the IPS GIMS and VM files will be required.

STAT